

Guideline Name: Shift Trades		Department: Orange County Emergency Services
Effective Date: August 1, 2016	Issued: August 15, 2016	Approval(s): Kim Woodward EMS Operations Manager 

PURPOSE

To set forth policy and procedure for establishing a standard for notification, approval and scheduling implementation of shift trades in the Emergency Medical Service Division.

SCOPE

This procedure applies to all members of the Emergency Medical Services (EMS) Division including EMS Officers and Supervisors.

DEFINITIONS

Shift Trade – This is an agreement between two individuals of the same Position wishing to mutually change shifts within a given pay week.

Position - Refers to the provider level of care associated with employee.

RESPONSIBILITY

The responsibility of the shift trade lies with both individuals involved. Until a trade is approved, it is still the responsibility of the individual listed on eSchedule to man that shift. If approved and once eSchedule is updated, the assignment is now owned by the traded member.

PROCEDURE

The member wishing to trade shifts must find an equally positioned member within the same pay week. Once the two members agree, the member requesting the trade must write an email to his/her EMS Officer copying the other affected member and their EMS Officer. It **MUST** be documented via email. The request

- a. Must be done no less than 5 days prior to the requested trade shift.
- b. Must include the dates and times of shifts, medic unit, and providers involved.
- c. The shift trade must be in the same pay week.
- d. The shift trade cannot create overtime:
 - i. No overtime shall be paid out outside the standard schedule (long week of 48-hours).
 - ii. This includes trades that occur for the Friday into Saturday change of payroll week.
 - iii. Partial trades can be put in place on either side but must be requested in separate emails.
- e. The member accepting the trade shall reply by email in agreement.
- f. Trades will be limited to one trade per month.
- g. If approved, the members will carry out their shift responsibilities as agreed upon.

NOTE: *If a trade involves a preceptor, the preceptee is NOT obligated to change shifts. If the preceptee wishes to move with their preceptor, this may be approved as long as there is a vacancy in the third position. FTEP is responsible for determining responsibilities if a preceptor is filling in.*

Once a shift trade email is received, the EMS Officers shall:

- a. Review the schedule to ensure that no overtime is being accrued.
- b. Make a determination to accept or deny the shift trade within 48 hours.
 - This allows the employee ample time to find a replacement.
 - If the denial is within the 5 day period the employee is given an additional 24 hours to find an appropriate trade. This is a one-time allowance in a given trade.
- c. If approved
 - Ensure a follow-up email is sent to all parties involved.
 - Send the Scheduling Coordinator a copy with "Schedule (Shift Trade)" in the subject line.
 - Make the appropriate changes to eSchedule and note the request in the subject area.
 - **NOTE: BOTH EMS Officers of the individuals requesting trade MUST agree to the shift trade.**
- d. The EMS Officer may deny and/or suspend shift trade shifts. If denied, the EMS Officer shall:
 - Reply to all members involved, stating reason for denial.
 - Copy the Deputy Operations Manager on all denials.
 - If denial is made within 5 day window, notify employee they have an additional 24 hours to find an approve trade.

EMS Operations Manager or Deputy Operation Manager shall:

- i. Monitor the scheduling activities.
- ii. Assume the role of EMS Officer for all shift trades involving EMS Officer Positions.
- iii. Assure that all members regardless of title are held to this policy.
- iv. Officiate over any disputes should there be a denial of a shift trade.
- v. Be available as a resource and assist in areas of schedule concerns.